

**Superior Court of California,
County of Yolo
Announcement**

**Court ADR Mediator
Recruitment # 05-16**

Fee: Variable—To be Determined by Mediator

Closing Date: Rolling

Definition

This position is as a member of the Alternative Dispute Resolution panel of neutrals for Yolo Superior Court. Incumbents will review and mediate cases referred to the program by the court's ADR Administrator. Panelists will be assigned cases on an as-needed basis. Neutrals may work with litigants on or offsite. Appointments to the panel are for two years but may be renewed. Panel members may also be expected to hear one pro bono or modest means case each year.

Essential Functions (Core Competencies)

- Analyze qualitative and quantitative material;
- Render decisions in a timely manner;
- Communicate effectively;
- Pay strong attention to detail;
- Act as an ambassador for the program to the public;
- Provide excellent customer service.

Knowledge, Skills, and Abilities

- Understand court processes and procedures as related to civil litigation;
- Gather and analyze data;
- Work well with others;
- Communicate effectively both verbally and in writing;
- Exhibit excellent public relations skills.

Educational and Work Experience Requirements

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- Have completed at least 5 mediations, arbitrations or neutral evaluations and either:
Have been a member of the Bar for at least 5 years and are licensed to practice in California
OR
Have 5 years of ADR or other equivalent professional experience
AND
Have completed 24 hours of mediation training.

All successful applicants will be required to attend 4-8 hours of continuing education per year at their own expense.

License Requirement

A valid California driver's license may be required (this requirement may be replaced by the ability to provide alternate transportation if the individual is prohibited by a medically documented disability from obtaining a driver's license).

Recruitment Process

To be considered for inclusion on the court's panel, applicants are required to submit a completed, signed, and dated application. Applicants are also required to submit a cover letter and résumé. A screening committee will review applications.

Official application forms are available on the court's website, www.yolocourts.com or application forms may be picked up from the court by prior arrangement. To make arrangements to pick up an official application form, call the court at (530) 406-6880. Applications may be mailed or dropped off by prior arrangement.

Mediation Panelist Application

I. GENERAL INFORMATION

Name: _____
Current Occupation: _____
Address: _____

Firm/Office Number: _____
Telephone Number: _____ Length of time employed at firm? _____
Facsimile Number: _____ E-mail address: _____
Best time to call: _____
Confidential and Optional: Home address and telephone number: _____

Relevant Experience

As applicable:
Date admitted to the California Bar: _____ () Active () Inactive Bar Number: _____

Are you licensed in a profession or occupation other than the practice of law? _____
Occupation: _____ Licensing Agency: _____
State: _____ License Number: _____

Summarize professional experience particularly during the last five years: _____

<u>Place of Employment</u>	<u>Position</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Languages/Bi-Cultural Capabilities

Languages: _____ Bi-cultural capabilities:
Degree of Fluency (Comfortable conducting ADR session in foreign language): _____

II. SUBJECT MATTER AND PROCESS EXPERTISE

Please indicate no more than four subject matter areas and process with which you have expertise:

Subject Matter	Mediation	Private Binding Arbitration	Neutral Evaluation
Personal Injury			
Employment			
Business			
Real Estate/Eminent Domain			
Professional Malpractice (Indicate legal, medical and/or dental)			
Probate: Estates and/or Conservatorships			
Construction Defect			
Public Agency			
Insurance			
Environmental			
Securities and/or Intellectual Property			
Other Areas of Subject Matter Expertise (Specify)			

III. TRAINING, EXPERIENCE AND PERFORMANCE REQUIREMENTS

Please indicate that you possess the combination of training and experience you believe qualifies you for inclusion on the mediation panel.

ADR Experience

Indicate process used (mediation, arbitration, neutral evaluation or other), organization, number of cases, type of cases, number of hours, dates and location. (For example: El Dorado Superior Court, 3 real estate mediations, each mediation approx. 18 hours, 1998-2000, San Francisco.) Please be cautious not to reveal confidential information.

ADR Training Programs Completed

Training: Organization/Trainer’s Name, Number of Hrs/Dates. Indicate Med., Arb. or Neutral Evaluation (For example: Steve Rosenberg, 40 Hour Mediation Training, September 5–8, 1998).

Are you currently an ADR neutral? Yes _____ No _____ (Check as many as apply)

Private Practice Firm Organization Volunteer Agency Court

Firm name: _____

ADR organization(s): _____

Volunteer agency name(s): _____

Court approved ADR list (indicate which court ADR programs): _____

Other agencies or organizations for which you are an approved neutral: _____

Education

School Course of Study Dates Degree(s)/Certificate(s)

Membership in Professional Organizations

References

Please list persons with whom you have worked as a **neutral**. We encourage you to be mindful of confidentiality and to seek prior permission to use these names. (Add pages if necessary)

Attorney: _____ or Client: _____ in
a Mediation: _____ Arbitration: _____ Neutral Evaluation: _____ Other (specify): _____

Name: _____

Position: _____

Organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Attorney: _____ or Client: _____ in
a Mediation: _____ Arbitration: _____ Neutral Evaluation: _____ Other (specify): _____

Name: _____

Position: _____

Organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Attorney: _____ or Client: _____ in
a Mediation: _____ Arbitration: _____ Neutral Evaluation: _____ Other (specify): _____
Name: _____
Position: _____
Organization: _____
Address: _____

Telephone Number: _____ Fax Number: _____

Attorney: _____ or Client: _____ in
a Mediation: _____ Arbitration: _____ Neutral Evaluation: _____ Other (specify): _____
Name: _____
Position: _____
Organization: _____
Address: _____

Telephone Number: _____ Fax Number: _____

Have you ever been convicted of a felony or misdemeanor? _____ If so, on a separate sheet of paper please list all convictions since your 18th birthday including: offense, date and place of conviction and sentence and the date of release from custody and/or probation/parole. Driving under the influence must be reported.

Have you ever had any disciplinary actions taken against you by any state, federal, or professional licensing board/agency? _____ If so, please describe the nature of the offense, date of disciplinary action, length of sentence/probation and amount of restitution, if any.

Criminal or disciplinary actions will not automatically bar you from inclusion in the program. Each case is considered individually. However, failure to list criminal convictions or professional disciplinary actions taken against you will result in automatic removal from the program.

To All Applicants:

If placed on the Mediation Panel I consent to:

- Comply with the Rules of Operation including, if necessary, being removed from the panel for failure to comply with the Rules.
- Disclose all fees to counsel and parties.
- Disclose any potential conflicts of interest.
- Be available to conduct mediation sessions in Yolo County if requested by the parties.
- Handle at least one pro bono or modest means case per calendar year for the program.
- Fully fill out and return, and encourage mediation participants to fill out and return, evaluation forms within 10 days following the final mediation session.
- Report to the ADR Administrator any criminal convictions in which I am involved as well as any disciplinary action taken against me by any state, federal or professional licensing board and/or agency.
- Be available for observation by ADR staff with the consent of counsel and parties.

My signature below certifies that I have made full and accurate disclosure of all information requested in this application form.

Signature: _____

Date: _____

Please return application to:

HR Department

Superior Court of Yolo County

Attention: Open Recruitment for ADR Department

PO Box 1290

Woodland, CA 95776

Telephone Number: (530) 406-6881

Facsimile Number: (530) 406-6883 fax